

**New Jersey Department of
Environmental Protection
Bureau of Nonpoint Pollution Control
STORMWATER
POLLUTION
PREVENTION PLAN
GUIDANCE**



**Basic Industrial Stormwater General Permit
New Jersey Pollution Discharge Elimination System
Permit No. NJ0088315**

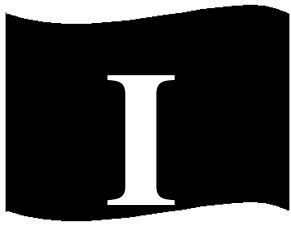
**James E. McGreevey, Governor
Bradley M. Campbell, Commissioner**

March 6, 2003

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Overview of the Basic Industrial Stormwater General Permit

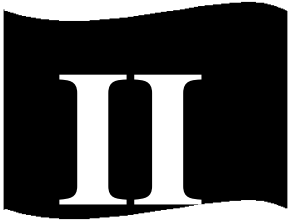
The Basic Industrial Stormwater General Permit (NJ0088315) is designed for facilities that can eliminate the exposure of industrial source material to stormwater that is discharged to surface and/or ground waters of the State. This general permit was developed by the New Jersey Department of Environmental Protection (Department) to assist in streamlining the stormwater permitting process.

The Basic Industrial Stormwater General Permit has a number of significant advantages over individual permits that are issued to facilities that have source material exposed to stormwater. Since this General Permit requires pollution prevention measures that eliminate the exposure of industrial source material to stormwater, facilities authorized under this permit are not subject to numeric effluent limitations or sampling of their stormwater discharges. This permit also gives the facility the flexibility to choose pollution prevention measures that are appropriate to the facility's activities and budget. In addition, the fees for this permit are lower than the fees for individual permits and alternative general permits.

The General Permit requires that permittees prepare a Stormwater Pollution Prevention Plan (SPPP), and submit the SPPP Preparation Certification (Attachment "C") to the Department, within six months of the facility's permit authorization date indicated on the permit cover page.


The General Permit also requires that within 18 months of the facility's authorization date, the SPPP must be implemented and the SPPP Implementation and Inspection Certification (Attachment "D") must be submitted to the Department.

After reviewing this guidance document, if you still need additional assistance in the preparation of your SPPP, please contact the Bureau of Nonpoint Pollution Control at 609-633-7021.



Stormwater Pollution Prevention Plan Requirements

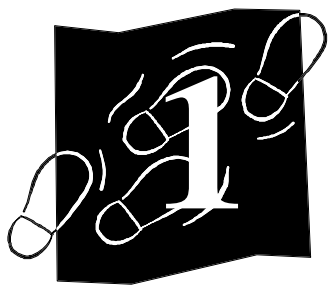
The stormwater permit program focuses on pollution prevention rather than the traditional practice of treating physical and chemical pollutants found at industrial facilities at the end of a discharge pipe. Pollution prevention is accomplished through the use of **best management practices (BMPs)**. BMPs are schedules of activities, the prohibition of certain practices, maintenance procedures, and other management tools used to prevent and eliminate pollution. The BMP requirements contained within the **Stormwater Pollution Prevention Plan (SPPP)** are the primary mechanism for pollution prevention in stormwater permits. The Department believes that the opportunity granted to industrial facilities to control their site conditions through pollution prevention and the implementation of BMPs, will provide the overall benefit of the net reduction of pollutants at a reasonable cost, while simultaneously achieving the State's goal of improving water quality and protecting our natural resources.

 In this section, there are 12 steps to help you in developing your SPPP. Each step is divided into two parts:

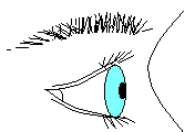


At a Glance; & Diving Deeper.

"At a Glance" gives you a quick overview of the requirements for that step. "Diving Deeper" gives you a more detailed explanation of the requirements for that step. Following each step is a corresponding completed worksheet. These worksheets are examples of what the Department expects to see included in your facility's SPPP. Blank worksheets have been included at the end of this section for your use. Please make copies for your future use.



Forming Your Stormwater Pollution Prevention Team



At a Glance:

The pollution prevention team is responsible for the following:

- preparing the SPPP;
- implementing all permit and pollution prevention plan requirements;
- being aware of any changes that are made in plant operations or personnel to determine whether any changes must be made to the SPPP; and
- maintaining a clear line of communication with plant management to ensure a cooperative partnership.



Diving Deeper:

As part of developing and implementing your pollution prevention plan, you may wish to designate a specific individual or team who will develop, implement, maintain, and revise your stormwater pollution prevention plan as needed. Identify those individuals and describe each person's responsibilities at the site. Since facilities differ in size and scope, the number of team members may also vary. Designating one person may be appropriate as long as that individual is able to design and implement the plan. The plan should identify those people on site who are most familiar with the facility and its operations; these people, in turn, should provide structure and direction to the storm water management program. In all cases, someone in a senior management position should have the overall responsibility for seeing that the plan is carried through to completion and that it remains current as facility changes occur.

See our example on Worksheet #1, which demonstrates a recommended format for identifying your pollution prevention team.

**POLLUTION PREVENTION
TEAM MEMBERS**

Number of team members may vary.

Worksheet #1Completed by: **T. Mackey**Title: **President**Date: **10/02/02**Leader: **Thomas Mackey** Title: **President**Office Phone #: **555-1234**Responsibilities: Emergency Phone #: **555-4321**

Signatory authority; coordinate all stages of plan development & implementation;
coordinate employee training; keep all records and ensure reports are submitted.

Member: **Mary Henderson** Title: **Facility Manager**Office Phone #: **555-2000**

Responsibilities: Emergency Phone #:

BMP Identification, SPPP implementation, assists in program coordination.

Inspection of BMPs, Site Maps, & Update Records

Member: **Louis Gomez** Title: **Yard Foreman**Office Phone #: **555-2001**

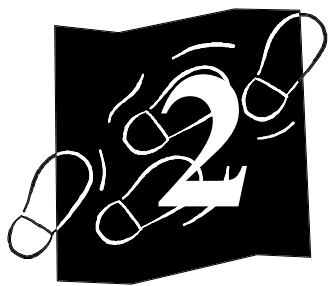
Responsibilities: Emergency Phone #:

Maintenance for BMP & Good housekeeping.

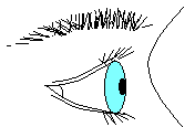
Member: Title:

Office Phone #:

Responsibilities: Emergency Phone #:



Description of Existing Environmental Management Plans



At a Glance:

Make an inventory of all environmental management plans that are currently implemented at your facility.



Diving Deeper:

The pollution prevention team is responsible for evaluating existing environmental management plans for consistency and determining which provisions, if any, can be incorporated into the Stormwater Pollution Prevention Plan.

Existing plans which may be related include: the Discharge Prevention Containment and Countermeasure (DPCC); Discharge Cleanup and Removal (DCR); Preparedness, Prevention and Contingency Plan (PPCP, 40 CFR Parts 264 and 265); the Spill Prevention Control and Countermeasures (SPCC) requirements (40 CFR Part 112); the National Pollutant Discharge Elimination System Toxic Organic Management Plan (NPDESTOMP, 40 CFR Parts 413, 433, and 469); and the Occupational Safety and Health Administration (OSHA) Emergency Action Plan (29 CFR Part 1910). The SPPP shall include, or cite the location(s) of any incorporated plans.

If you don't have any environmental management plans already in effect at your facility, you may skip this step.



**COORDINATION OF SPPP
WITH OTHER
EXISTING ENVIRONMENTAL
MANAGEMENT PLANS**

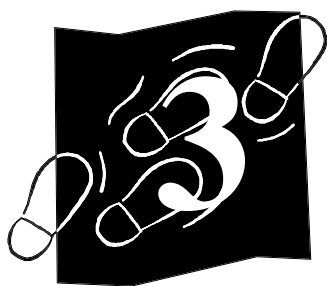
Worksheet #2

Completed by: T. Mackey

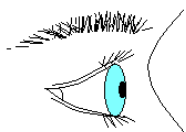
Title: President

Directions: Evaluate existing environmental management plans for consistency and determine which, if any provisions can be incorporated into the Stormwater Pollution Prevention Plan. Other plans may include the Preparedness, Prevention and Contingency Plan, the Spill Prevention Control and Countermeasures requirements (SPCC), Discharge Prevention Containment and Countermeasures (DPCC), Discharge Clean-up and Removal (DCR), and the Occupational Health and Safety Administration (OSHA) Emergency Action Plan. If none of these plans are applicable to your facility, disregard this worksheet.

Our facility is subject to report under Spill Prevention Control and Countermeasure Plans (SPCC), Emergency Planning and Community Right to Know Act (EPCRA), Resources Conservation Recovery Act and Hazardous Waste Classification and Manifesting. Louis Gomez is responsible for SPCC, RCRA and EPCRA reporting. Mary Henderson is responsible for H.W. classification and manifesting.



Inventory Requirements



At a Glance:

Make an inventory of all “source material” processed, stored, or handled at the site. Guidance on how to identify "source materials" at your facility can be found at the end of this document.



Diving Deeper:

Each facility must develop an inventory of the types of “source materials” exposed to stormwater that are handled, stored, processed, loaded and unloaded and transported throughout the site. You may want to refer to your “Right-to-Know” inventory to assist you in writing part of your inventory for the SPPP.

“Source material” means any material or machinery, located at the facility and directly or indirectly related to process, manufacturing or other industrial activities, which could be a source of pollutants and/or transported by stormwater that discharges to surface or ground waters. Remember, industrial activity is a broad term defined by the U.S. Environmental Protection Agency and the Department. It includes many activities and functions occurring at your site that you may not consider to be “industrial” in nature.

“Source materials” include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; industrial machinery and fuels; and lubricants, solvents, and detergents that are related to process, manufacturing or other industrial activities.



INVENTORY OF SOURCE MATERIALS

Worksheet #3

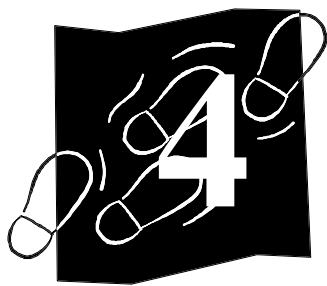
Completed by: L. Gomez

Title: Yard Foreman

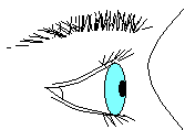
Date: 10/02/02

Instructions: Discuss all source materials processed, stored, or handled outdoors at the site. Assess and evaluate these materials for their potential to contribute pollutants to stormwater runoff.

Material	Purpose/Location (Key to Map)	Quantity Exposed (Approx. Units)	Method of Storage	Method of Handling	Method of Process
Waste Oil	Waste oil drained from engines (1)	150 gal	Stored in Steel Tank	Hand Poured from a 5 gal container	Stored until hauled off site
Wash Water	Used to clean trucks (2)	10 gpm	Pressure Wash Tank	Sprayed onto Trucks	Discharged onto the ground
Diesel Engines & Spare Parts	Engines to be rebuilt & to scavenge parts for repairs (3)	6 engines & misc. parts	Outside on pallets	Moved manually with a hoist	Used in repairs or replacement
Tires	Stored for retreading (4)	Varies in quantity	Several piles, stocked 6 High	Removed from truck, rolled outside to pile	Sent out to be retreaded
Truck Parking	Parking for trucks and trailers not in use (5)	Varies in quantity	Parked on Asphalt Lot	Driven under own power	Parking
Diesel Fuel	To fuel vehicles and machinery (6)	5000 gal	Above Ground Storage Tank	Loaded from tankers pumped to trucks	Used in engines



Non-Stormwater Discharges



At a Glance:

Make an inventory of the following non-stormwater discharges leaving the site:

- process wastewater (including hydrostatic test water, and vehicle wash water);
- non-contact cooling water;
- domestic sewage; and
- materials stored in secondary containment



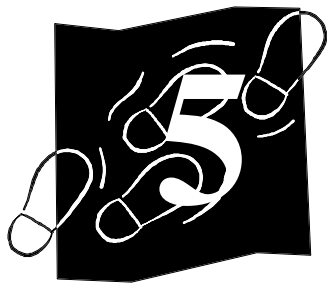
Diving Deeper:

Identify and list all domestic sewage, non-contact cooling water, process wastewater (including vehicle wash water, leachate and contact cooling water) and discharges from secondary containment, other than stormwater, that is generated at the facility and discharged to surface or ground waters. List any current NJPDES (New Jersey Pollutant Discharge Elimination System) permits or permit applications that the facility may have for such discharges.

This permit authorizes the discharge of **stormwater only** to surface and/or ground waters. The discharge of process wastewater, non-contact cooling water, domestic sewage or discharges from secondary containment to surface or ground water is not authorized by this permit and may require a separate NJPDES/DSW or NJPDES/DGW permit. The permittee shall discontinue such discharges or apply for the appropriate permit. Further information on requirements for these types of discharges can be obtained from the Bureau of Point Source Permitting (609) 633-3869, or the ground water permitting section in the Bureau of Nonpoint Pollution Control (609) 292-0407.

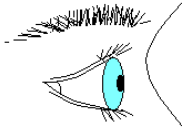
Worksheet #4
Completed by: M. Henderson
Title: Facility Manager
Date: 10/02/02

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Mapping Requirements

At a Glance:



Develop a site map. Engineered drawings should be used if available. If not, hand drawn maps are acceptable.

Diving Deeper:



The site map is to include the following items:

- existing buildings and other permanent structures;
- all paved areas, including roads;
- surface water bodies located on or near the site which receives or may receive stormwater from the site (rivers, lakes, streams, bays, estuaries, etc.);
- existing structural control measures used to control or divert stormwater on the site as well as all surface drainage, inlet and discharge structures including berms, catch basins, retention and detention ponds, grassed swales, ditches;
- stormwater drainage patterns using arrows on the site map to show the direction of stormwater flow or infiltration;
- locations of all stormwater discharges leaving the site or entering surface or ground water on or bordering the site;
- exposed source material, including drum storage areas, palletted materials, outdoor handling, treatment or disposal areas, loading and unloading areas, manufacturing or processing areas, waste storage areas, vehicle maintenance and fueling areas, hazardous waste storage or disposal areas and access routes; and each point or sewer segment, where domestic sewage, non-contact cooling water, or process wastewater generated by the facility enters storm sewers that discharge to surface waters;
- outdoor manufacturing, processing, or cleaning activities; and other activities that disturb land surface, except for construction or mining authorized under NJPDES Permit NJ0088323;

- significant dust or particulate generating processes, except those where dust or particulates are transmitted entirely off-site through the air or are regulated under an effective permit to construct, install or alter apparatus or equipment pursuant to N.J.A.C. 7:27-8.1;
- On-site waste management, storage and disposal practices, including wastes not associated with or derived from on-site industrial activities;
- Access routes: As used in the permit, the term "access routes" means any immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility.



DEVELOPING A SITE MAP

Worksheet #5

Completed by: M. Henderson

Title: Facility Manager

Date: 10/02/02

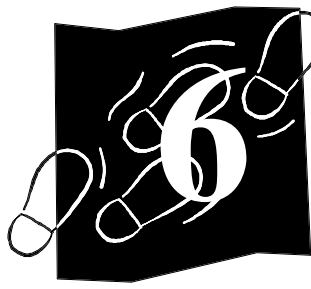
Instructions: Draw a map of your site. Existing engineered drawings should be used if available. Hand drawn maps are acceptable if all features are clearly indicated and labeled.

Indicate the following features on your site map if found at your facility:

- Footprints of all buildings and other permanent structures
- All paved surfaces, including roads and parking areas.
- Surface water bodies located on or near the site that receive or may receive stormwater from that site.
- Drainage patterns of stormwater.
-
- Existing structural stormwater control structures (excluding rooftop drainage), such as :
 - ☐ flow diversion structures
 - ☐ inlet and discharge structures
 - ☐ retention/detention ponds
 - ☐ vegetative swales
 - ☐ sediment traps
- Locations of exposed source materials (key to source materials inventory), such as:
 - ☐ material stockpiles
 - ☐ recycling areas
 - ☐ fueling stations
 - ☐ vehicle/equipment washing and maintenance areas
 - ☐ area for loading/unloading materials
 - ☐ above ground tanks for liquid storage and/or transfer
 - ☐ industrial waste management areas (landfills, waste piles, treatment plants, disposal areas, and dumpsters)
 - ☐ outside storage area for raw materials, byproducts and finished products
 - ☐ outside manufacturing sites
 - ☐ drum storage areas
 - ☐ access roads
 - ☐ other areas of concern (specify: _____)
- All stormwater discharge locations.
- Location of each point or sewer segment, where domestic sewage, non-contact cooling water, or process wastewater generated by the facility enters storm sewers that discharge to surface waters or discharge to ground water.
- Areas of existing and potential soil erosion.

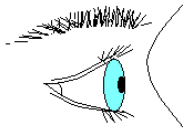
Figure 1
Existing Conditions Site Map

Include your map here or reference map used.



Narrative Description of Existing Conditions

At a Glance:



Describe existing site conditions, including the following:

- stormwater drainage system;
- material handling methods;
- stormwater treatment works; and
- structural and non-structural best management practices.



Diving Deeper:

The purpose of the narrative description of existing conditions is to provide any additional information about materials at the facility which are handled, processed, stored, or disposed and to describe any existing controls used to minimize their exposure to stormwater.

Material handling is the method of materials transport, loading and unloading of materials internally at the facility, as well as shipping and receiving materials. Areas for waste management, material stockpiles, liquid storage tanks, liquid transfer, loading and unloading bays should be included in the narrative description.

Structural and non-structural measures employed to reduce pollutants and to minimize contact of source materials with stormwater should be described. These best management practices include practices employed to divert stormwater to specific areas on or off-site, including diversion to containment areas, holding tanks, treatment facilities, or sanitary or combined sewers.

Any discharges of domestic sewage, non-contact cooling water, or process waste water (other than stormwater) shall be included in the SPPP in accordance with H.2.vi of the permit (unless such discharges have been authorized by other NJPDES permits or identified in applications or requests for authorization submitted for other NJPDES

permits). The narrative description shall also discuss any existing practices to prevent or permit such discharges.

In addition, certain types of regulated facilities are subject to the following special requirements for their industrial stormwater discharges:

a) **Facilities discharging through a municipal separate storm sewer system** shall include in their SPPP all applicable requirements of the municipal stormwater program developed under that permit;

b) **Facilities subject to SARA Title III, Section 313 Requirements** shall include or cite in their SPPP, the location of any spill reports prepared under section 313 in Title III of the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. 9601 *et. seq*;

c) **Facilities with SPCC Plans, DPCC Plans, and DRC Plans** shall include or cite in their SPPP, any Spill Prevention Control and Countermeasure Plan (SPCC Plan) prepared under 40 CFR 112 and section 311 of the Clean Water Act, 33 U.S.C. 1321; and any Discharge Prevention, Containment and Countermeasure Plan (DPCC Plan) and Discharge Cleanup and Removal Plan (DCR Plan) prepared under N.J.A. C. 7:1E;

d) **Facilities undergoing construction** shall amend (if necessary) their SPPP so that it remains accurate and continues to meet the requirements of C.1. of the permit;

e) **Facilities undergoing construction disturbing less than (5) acres of total land area which is not part of a larger common plan of development or sale**, shall include in the SPPP proof that any certification or municipal approval required under the Soil Erosion and Sediment Control Act (N.J.S.A. 4:24-39 *et. seq.*) has been obtained; and

f) **Facilities undergoing construction activities disturbing five (5) acres or more of total land area**, must obtain authorization under NJPDES General Permit NJ0088323, or under an individual NJPDES permit, for stormwater from such construction activities that would discharge to surface water.



NARRATIVE DESCRIPTION OF EXISTING CONDITIONS

Worksheet #6

Completed by: L. Gomez

Title: Yard Foreman

Date: 10/02/02

Directions: The purpose of the narrative description of existing conditions is to provide any additional information about materials at the facility which are handled, processed or stored and have not been addressed in previous worksheets. Attach additional sheets if necessary.

Location & Method of Materials Transport, Loading & Unloading:

Trucks pull in to the distribution warehouse to unload goods and to load goods. Trucks are fueled and parked at the facility. Truck maintenance is performed at the facility. Used motor oil is placed in a tank for recycling. Trucks are washed at the facility.

Existing Stormwater Pollution Prevention Management Practices to Minimize Contact with Stormwater (e.g. roofing an area):

Vehicle maintenance is performed indoors. No outside storage areas, all goods brought to the warehouse are stored indoors. Waste oils are recycled.

Existing Structural & Non-Structural Stormwater Pollution Practices Designed to Reduce Pollutants in Stormwater (e.g. detention basins, etc.):

Stationary above ground storage tanks have secondary containment and spill kit station located nearby.

Existing Practices Employed to Direct Stormwater to Specific Areas on or Off-Site:

Stormwater drainage system, discharges to Johnson Brook.

Any Treatment the Stormwater Already Receives:

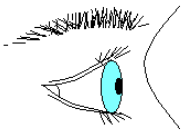
None.

Non-Stormwater Discharges into Storm Sewers:

Vehicle wash water is left on the ground and some of it flows into the stormwater drainage system.



BMP Selection and Plan Design



At a Glance:

The Basic Industrial Stormwater General Permit requires BMPs to be included in the facility's SPPP. These BMPs should address the following areas:

- non-stormwater discharges (process wastewater, non-contact cooling water, domestic sewage, secondary containment);
- removal, or coverage of industrial activity;
- spill prevention and response;
- preventative maintenance;
- facility-wide recycling;
- diverting stormwater;
- storage of fine solids;
- material substitution;
- material handling;
- source reduction;
- good housekeeping; and visual inspections.



Diving Deeper:

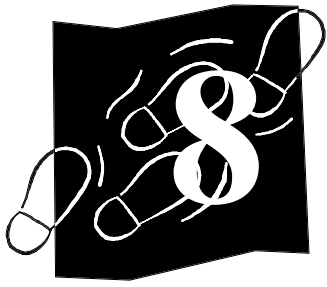
Once you have identified and assessed potential and existing sources of stormwater pollution at your facility, the next step is to select the appropriate BMPs that will eliminate these pollutant sources. To satisfy the requirements of this phase, you must provide a description of the specific BMPs you intend to implement at your site. BMPs should be designed to be cost effective, easily maintained and appropriate for each pollutant source.

The primary objective of BMPs is to prevent the opportunity for stormwater to come into contact (i.e., run-on, run-through or run-off) with source materials. Once implemented, the BMPs will ensure that there will be no exposure of source material to stormwater that is discharged to surface or ground waters.

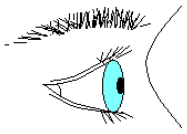
Worksheet #7**BMP IDENTIFICATION**Completed by: Mary HendersonTitle: Facility ManagerDate: 10/02/02**Instructions:**

Describe the Best Management Practices that you have selected to include in your plan.
For each BMP describe actions that will be incorporated into facility operations.

BMPs		Brief Description of Activities
Remove		Remove all exposed engines and parts. Cover fueling areas with roof structure*.
Site		All vehicle maintenance will be conducted indoors.
Good		Sweep all paved area on a bi-weekly basis and as needed. Remove debris. Place emergency spill kits near storage tanks and fueling areas. Clean sediment traps in stormwater catch basins on a monthly basis or as needed. Clean up leaks in truck parking areas as needed.
Preventative		Inspect weekly for leaks, piping from above ground storage tanks; regular equipment maintenance
Visual Inspections		Tires that are stored outside will be visually inspected to ensure that the tires are clean and free of industrial residue, oil, grease, or other source material. Employees will be trained to recognize pollutant sources and to report them immediately.
Diversion of		Berm storage tanks and fueling areas*.
Non-Stormwater		Construct vehicle cleaning area with pad, sump and grit collection chamber and discharge to the sanitary sewer line.
Other Considerations		Facility wide recycling program for fluid waste, parts and tires.
		* Note: Other procedural BMPs may be used such cleaning spills and leaks immediately, leaving no residual source material. Procedural BMPs are usually more labor intensive than structural BMPs. It is up to the facility to decide which BMP is more



Revised Site Map



At a Glance:

Upon selection of BMPs, develop a second site map which incorporates and identifies the selected BMPs that will be implemented. Follow the instructions in Step 5, *Mapping Requirements*, to draw your revised map.



Diving Deeper:

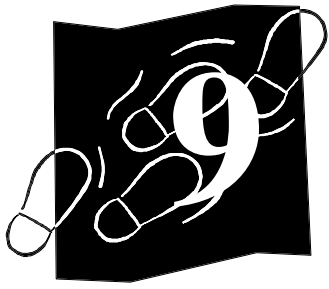
This new map will be a graphical representation of the proposed changes at the facility. The proposed changes should include new structures, such as:

- storage tanks;
- containment areas, concrete pads;
- tarps, canopies, roofs;
- storage sheds, hoppers, silos;
- berms, ditches, swales, storm drains; and
- collection, detention and retention basins.

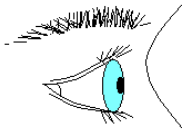
The revised map should also include existing conditions that will remain after the facility implements the SPPP.

Figure 2
Revised Site Map
Including BMPs to be Implemented

Include your map here or reference map used.



Implementation Schedule



At a Glance:

Develop a schedule to implement the selected BMPs and train appropriate employees to carry out the goals of the SPPP.



Diving Deeper:

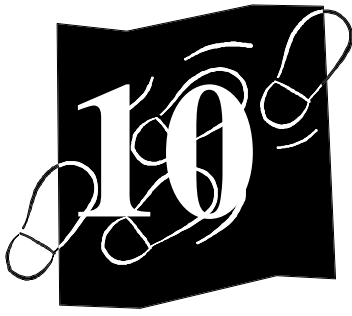
In implementing the plan, a facility should:

- Establish deadlines for removing, covering and/or controlling source materials currently exposed to stormwater. Controls that can be, should immediately be put into action; others may have to be phased in within the 18 month time frame.
- Assign specific individuals with responsibility for implementing aspects of the plan and/or monitoring implementation.
- Ensure that management approves of your implementation schedule and strategy, and schedule regular times for reporting progress to management.

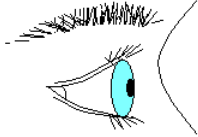
**Worksheet #9**Completed by: M. HendersonTitle: Facility ManagerDate: 10/02/02**IMPLEMENTATION SCHEDULE**

Instructions: Develop a schedule for implementing each BMP. Provide a brief description of each BMP, the steps necessary to implement the BMP, the schedule for completing those steps (list dates), and the person(s) responsible for implementation.

BMPs	Description of Actions Required for Implementation	Scheduled completion	Person Responsible for
Remove or Cover	Remove engines from outside and bring them indoors, sell unwanted engines and parts or scrap. Build roof structure over fueling area	9/3/02 10/1/02	Gomez/Henderson Henderson/Mackey
Good Housekeeping	Place emergency spill kits near storage tanks and fueling areas. Remove debris. Sweep paved areas. Clean up leaks from trucks in parking area. Clean sediment traps in stormwater catch basins.	11/12/02	Gomez
Preventative Maintenance	Follow manufacturer's recommendations on all equipment. Train personnel to conduct regular maintenance.	11/12/02	Gomez/Henderson
Visual Inspections	Inspect tires for dirt, oil, grease, or other source material. Inspect for leaks, and oil sheen in stormwater run-off. Check sediment traps for accumulation of sediment.	11/12/02	Gomez/Henderson
Diversion of Stormwater	Asphalt berms around fueling areas.	4/1/03	Henderson
Non-Stormwater Discharges	Vehicle washing will be conducted in a wash bay that will contain the wash water. The wash water will be pumped into the sanitary line.	9/21/02	Henderson/Mackey
Other Considerations	All vehicle fluids (waste oil, antifreeze, transmission fluid, etc) will be recycled or disposed of properly.	8/12/02	Henderson



Maintenance Schedule



At a Glance:

Develop a schedule for regular maintenance of stormwater controls and BMPs. This schedule may include the following:

- repairs;
- replacement parts;
- cleaning of traps and filters; and
- attention to problematic areas.



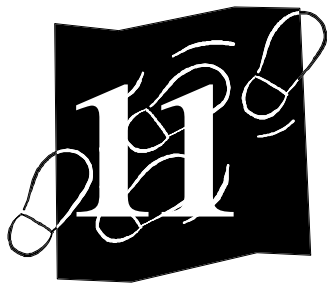
Diving Deeper:

A maintenance schedule for all structural BMPs employed must be developed for each facility. It is advisable the maintenance schedule be developed by someone who is most familiar with the techniques employed, so that an appropriate operating schedule may be maintained at all times. This will facilitate any repairs that may be required and identify problematic areas that may require special attention. A log of the maintenance activities conducted should be maintained, including the date and name of the person conducting the inspections, along with dates of any parts or machinery replaced.

Worksheet #10**MAINTENANCE SCHEDULE**Completed by: L. GomezTitle: Yard ForemanDate: Started 10/02/02

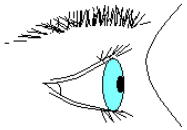
Instructions: Maintenance Inspections for all BMPs should occur on regular intervals. It is advisable that the maintenance schedule be developed by someone who is most familiar with the techniques employed. The maintenance schedule will facilitate any repairs that may be required and identify problematic areas that may require special attention.

Date	Inspection Person	Maintenance Check	Problems Found	Steps Taken Correct Problem
11/15/02	L. Gomez	Roof over fueling area	None	
8/15/03	L. Gomez	Asphalt berms around fueling area	A section of the berm was crumbling.	Patched the crumbled section.
8/15/03	L. Gomez	Asphalt berms around used oil tank	None	
8/15/03	L. Gomez	Asphalt berms around fuel tank	None	
9/15/02	L. Gomez	Piping from fuel tanks to pumps	None	
9/15/02	L. Gomez	Fuel pumps, hose, and filter	Old filter	Replace fuel filter on pump.
10/15/02	M. Henderson	Vehicle Washing	Pump failed	Replaced pump



Inspection Schedule

At a Glance:



The inspection schedule shall prompt the regular inspections of designated areas, operations, and equipment. This schedule shall also record the condition of these designated areas, operations, and equipment.

Diving Deeper:



Inspections are conducted of the areas where stormwater controls and BMPs have been implemented to ensure the proper operation and effectiveness of installed stormwater controls and BMPs. If certain BMPs fail to meet the goals of eliminating pollutants from stormwater, the facility must indicate the cause(s) for such failure and then resolve these problems. However, if the failure of the BMP is intrinsic to the BMP, then the area of concern must be re-evaluated and new or additional BMPs must be installed.

The site inspections must include the following:

- designate qualified, trained plant personnel to regularly inspect the facility's equipment and industrial areas, track the results of inspections, make necessary changes, and maintain records of all inspections and repairs; and
- ensure that inspection records note when inspections were done, who conducted the inspection, what areas were inspected, what problems were found, and what steps were taken to correct any problems and prevent them from recurring.



INSPECTION SCHEDULE

Worksheet #11

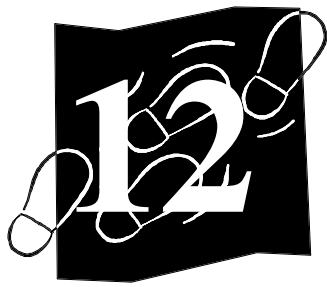
Completed by: M. Henderson

Title: Facility Manager

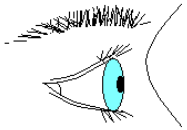
Date: 10/02/02

Instructions: Conduct a regular inspection of all procedural BMPs, as well as the inspection of equipment and operations.

Date	Inspection Person	BMP Inspected	Problems Found	Steps Taken Correct Problem
1/6/03	T. Mackey	Training	Need of awareness for stormwater pollution prevention	Continue with Training
1/6/03	L. Gomez	Good housekeeping	No Spill Kit in Maintenance Garage	Installed spill kit
1/15/03	M. Henderson	Recycling Program	None	
2/11/03	L. Gomez	Visual Inspections	Oil sheen in stormwater	Checked fuel area for leaks (none), Checked tire pile for residual oil or grease (none). Cleaned truck leaks in parking lot.
2/15/03	M. Henderson	Preventive Maintenance	Yard sweeper bristles worn down	Replaced bristles



Annual Inspection & Annual Report



At a Glance:

An annual inspection of the entire facility shall be conducted to evaluate the effectiveness of the SPPP. Based on the results of the annual inspection, an annual report shall discuss if the facility is in compliance with the SPPP and this general permit.



Diving Deeper:

The annual inspection is conducted to identify areas contributing to the stormwater discharge authorized by this permit and to evaluate whether the SPPP complies with the permit requirements. The annual inspection is additionally used to determine if the SPPP has been implemented properly, or whether additional measures are needed in order to meet the conditions of this permit.

Once the annual inspection has been completed, a report written by the facility representative shall indicate whether the facility was found to be in compliance with the SPPP and the conditions of this permit. In the case of non-compliance, the report shall identify measures to be taken to remedy any noncompliance discovered during the inspection(s). All cases of non-compliance with the permit shall be reported to the Department at least annually on a “Noncompliance Incident Report Sheet” or as required under N.J.A.C. 7:14A-6.10.

This report shall be signed and dated, and kept with the SPPP for a period of at least five years.



ANNUAL INSPECTION

Worksheet #12

Completed by: M. Henderson

Title: Facility Manager

Date: 10/02/02

Instructions: An annual inspection of entire facility shall be conducted to evaluate areas that discharge stormwater authorized by this permit and whether the SPPP has eliminated the exposure of source material to stormwater, and is being properly implemented, or whether additional measures are needed.

Date	Inspection Person	BMP Inspected	Compliance Status of BMPs
10/15/03	L. Gomez	Remove and Cover	Engines are stored indoors; Fueling area is under cover; Implemented on schedule; No additional measures required.
10/15/03	L. Gomez	Good housekeeping	Sweeping is done bi-weekly; Debris has been removed; Sediment traps in catch basins are clean; leaks are cleaned in truck parking area when needed; No additional measures required.
10/15/03	M. Henderson	Preventive Maintenance	Equipment, fuel tanks, waste oil tanks, piping, and structural BMPs are checked and maintained on a regular basis; No additional measures required.
10/15/03	L. Gomez	Visual Inspections	Tire piles, bermed areas, tank storage areas, and the facility grounds are visually inspected for pollutant sources. No problems with inspected areas, but more training would be a benefit. (<i>see Training below</i>)
10/15/03	L. Gomez	Diversion of Stormwater	Asphalt berms are in place around storage tanks and fueling areas; Minor repairs have been made to berms as needed; No additional measures required.
10/15/03	M. Henderson	Non-Stormwater Discharges	Truck washing is now performed in a truck cleaning area. All of the wash water is collected and discharge to the sanitary sewer line. A pump failed and was replaced. No additional measures required.
10/15/03	M. Henderson	Recycling Program	Tires, scrap parts, and fluid wastes are being recycled. No additional measures required.
10/15/03	T. Mackey	Training	More training is needed for stormwater pollution prevention awareness. M. Henderson will attend the Stormwater Permitting Seminar at Rutgers, and then train the rest of the stormwater pollution prevention team.



ANNUAL REPORT

Worksheet #13

Completed by: T. Mackey

Title: Facility Manager

Date: 10/02/03

Instructions: Summarize each annual inspection. Indicate whether the facility was in compliance with the SPPP and the conditions of this permit. In the case of noncompliance the report shall identify measures taken to remedy any noncompliance. This report must be signed and dated and kept with SPPP for five years.

An annual inspection was conducted, evaluating all the areas that discharge stormwater authorized by this permit, including:

- the removal or covering of source material;
- areas where good house keeping practices are used;
- preventive maintenance activities;
- visual inspections for sources of pollutants;
- structures for diverting stormwater;
- truck cleaning areas;
- the recycling program; and
- training for the stormwater pollution prevention team members.

This facility has maintained each of the BMPs in the SPPP, making any necessary repairs or maintenance as needed, and we will pursue more training for stormwater pollution prevention awareness by attending the Stormwater Permitting Seminar. The annual inspection determined that the SPPP has been properly implemented, and has eliminated the exposure of source material to stormwater, and that no additional measures are required. Therefore this facility is in compliance with its SPPP and the conditions of the Basic Industrial Stormwater General Permit (NJ0088315).

Signature

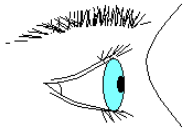
Date



General Requirements

At a Glance:

After the SPPP is completed:



- sign the SPPP;
- keep the SPPP at the facility;
- certify the preparation of the SPPP (Attachment “C”);
- certify the implementation of the SPPP (Attachment “D”); &
- annually thereafter, certify the SPPP is current, accurate, fully implemented and working effectively (Recertification Attachment “D”)

Diving Deeper:

Persons that are allowed to sign the SPPP and certify Attachments “C” & “D” are as follows:

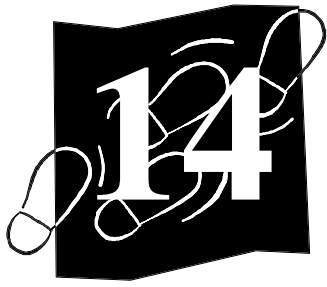


- for a corporation, by a responsible corporate officer;
- for a partnership or sole proprietorship, by a general partner or the proprietor respectively; and
- for a municipality, State, Federal or other public agency, by either a principal executive officer or a ranking elected official.

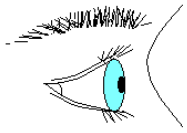
A duly authorized representative may sign provided he or she has written permission from one of the above listed persons.

The SPPP shall be maintained on site at all times. The plan must be made available, upon request, to a representative of the Department and to the owner and operator of any municipal separate storm sewer if receiving partial or all of the stormwater discharge.

Attachment “C” must be signed and submitted to the Department after the preparation of the SPPP within 6 months of permit authorization. A copy of Attachment “C” shall be kept with the SPPP at the facility. Attachment “D” must be signed and submitted to the Department after the implementation of the SPPP within 18 months of permit authorization. A copy of Attachment “D” shall be kept with the SPPP at the facility. Thereafter, annually a Recertification Attachment “D” shall be signed and submitted to the Department in the calendar quarter as indicated on the permit authorization to certify that the conditions outlined in the SPPP are current, accurate, fully implemented and working effectively.



Help with the Administrative Paper Maze



At a Glance

This step has been prepared to help you “wade” through the maze of paperwork associated with your SPPP preparation, such as:

- important names, addresses, telephone numbers, contacts, etc.;
- information about helpful documents, manuals and other material which might be helpful in preparing a SPPP; and
- a Questions & Answers section.



Diving Deeper

- **Important names, addresses and contacts:**

The below listed offices are for reference when case specific, programmatic information is needed during your plan preparation. Their names are fairly descriptive of their respective areas of expertise.

Bureau of Nonpoint Pollution Control (Stormwater Permits)

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 633-7021

Bureau of Nonpoint Pollution Control (Groundwater Permits)

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 292-0407, Fax: (609) 984-2147

Bureau of Point Source Permitting Region 1

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 633-3869

Issues permits for nonstormwater discharges including process wastewater, noncontact cooling water, or domestic sewage discharges.

Serving northern and western parts of the State, plus most of Monmouth and Ocean Counties.

Bureau of Point Source Permitting Region 2

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 292-4860

Issues permits for nonstormwater discharges including process wastewater, noncontact cooling water, or domestic sewage discharges.

Serving southern and central regions of the state.

Bureau of Permit Management

Division of Water Quality

PO Box 029

Trenton, New Jersey 08625-0029

Tele: (609) 984-4428

Conducts annual billing for individual and general permits, administrative reviews for incoming permit applications and other permit requests; and maintains permit database system.

Bureau of Revenue

Maps and Publications - Sales Office

PO Box 417

Trenton, New Jersey 08621-0417

Tele: (609) 777-1038

Contact: Any sales staff for sale of USGS Quadrangle Maps and Technical Manuals

Local Soil Conservation Districts

Bergen County

327 Ridgewood Ave.
Paramus, NJ 07652
201-261-4407
fax - 201-261-7573
*973-538-1552

Burlington County

Tiffany Sq., Suite 100
2615 Route 38 - RD 2
MT. Holly, NJ 08060
609-267-7410 or 0811*
fax-609-267-3347
burlsoil@bellatlantic.net

Camden County

403 Commerce Lane
Suite 1
W. Berlin, NJ 08091
856-767-6229
fax-856-767-1676
*856-267-0811
ccscd@jersey.net

Cape-Atlantic SCD

Atlantic County Office Bldg.
6260 Old Harding Highway
Mays Landing, NJ 08330
609-625-3144
fax-609-625-7360
*609-205-1225
capeatlantic@erols.com
www.capeatlantic.org/

Cumberland County

P.O. Box 144, Route 77
Deerfield, NJ 08313
856-451-2422
fax-856-451-1358
*856-205-1225
cumberland-soil.deeweb.com
csc123@jnlk.com

Freehold SCD

(Middlesex & Monmouth Counties)
211 Freehold Road
Manalapan, NJ 07726
732-446-2300
fax-732-446-9140
*732-462-1079
<http://webspan.net/~fscd/fsmain.htm>
fscd@webspan.net

Gloucester County

301 Hollydell Dr.
Sewell, NJ 08080
856-589-5250
fax-856-256-0488
*856-769-2790
www.nj.nacdnet.org/gloucester/victor-devasto@nj.nacdnet.org

Hudson, Essex, & Passaic Counties

15 Bloomfield Avenue
North Caldwell, NJ 07006
973-364-0786
fax-973-364-0784
*973-538-1522
hepscd@bellatlantic.net

Hunterdon County

Community Services Annex
8 Gauntt Place
Flemington, NJ 08822
908-788-1397
fax-908-788-0795
*908-782-3915

Mercer County

508 Hughes Drive
Hamilton Sq., NJ 08690
609-586-9603
fax-609-586-1117

*732-462-1079

<http://mercercsd.com/mercersoilaol.com>

Morris County

Court House
P.O. Box 900
Morristown 07960
560 W. Hanover Ave
Morris Township
973-579-5074
973-285-2953
fax-973-285-8345
*973-538-1552
mcsd@ibm.net

Ocean County

714 Lacey Rd
Forked River 08731
609-971-7002
fax-609-971-3391
*609-267-0811
www.ocsd.org/index.htm
info@ocsd.org

Salem County

P.O. Box 168
Deerfield 08313
856-769-1124
fax-856-451-1358
*856-769-2790
<http://cumberland-soil.deeweb.com>
csc123@jnlk.com (shared district)

Somerset-Union Counties

Somerset County 4-H Center
308 Milltown Road
Bridgewater 08807
908-526-2701
fax-908-526-7017
*908-782-3915

Sussex County

186 Halsey Road
Suite 2
Newton 07860
973-579-5074
fax-973-579-7846
*908-852-5450
<http://community.nj.com/cc/sussexcountyscd>
sussex@nj.nacdnet.org

Warren County

224 Stiger Street
Hackettstown 07840
908-852-2579
fax-908-852-2284
*908-852-5450
wcsd@bellatlantic.net

State Soil Conservation Committee

NJ Dept. of Agriculture
P.O. Box 330
Trenton, NJ 08625-0330
609-292-5540
fax-609-633-7229
www.state.nj.us/agriculture/rural/natrsrc
james.sadley@ag.state.nj.us

*Natural Resources
Conservation
Field Office

Regional NJDEP Water Compliance and Enforcement Offices

Northern 1259 Route 46 East, Building #2
Parsippany, NJ 07054-4191
973-299-7592
Fax: 973-299-7719

Central 300 Horizon Center
P.O. Box 407
Robbinsville, NJ 08625-0407
609-584-4201
Fax: 609-584-4220

Southern One Port Center
2 Riverside Drive, Suite 201
Camden, NJ 08102
856-614-3655
Fax: 856-614-3608

Bulletins, documents, manuals, etc.,:

Stormwater Pollution Prevention Plan Electronic Worksheets

Available from: BNPC in Microsoft Publisher 97 format

For further information call: 609-633-7021

SPPP Guidance Documents for Scrap Metal and Concrete Products

Manufacturing Industries General Permits, and Individual Permit

Available from BNPC at above address

Cost: \$4.00 (check or money order only, made out to Treasurer-State of NJ)

NJ Standards for Soil Erosion and Sediment Control

Available from State Soil Conservation Committee (SSCC) or local SCD

County Soil Maps

Available from respective Soil Conservation Districts

USGS Quadrangle Sheets

Available from NJDEP's Maps and Publication's Sales Office (609-777-1038); local Army Navy stores; and many sporting goods stores. Cost: Varies with vendor.

NJPDES Rules (N.J.A.C. 7:14A) and New Jersey Register

Available from: West Group
Attention: COP
620 Opperman Drive
P.O. Box 64833
St. Paul, MN 55164-9742

To order call: (800) 328-9352
Cost: \$62.50 (NJPDES Rules)
\$132.00 (NJ Register)

Federal Register

Available from State and county libraries

Technical Manual for Stormwater Permitting

Available from NJDEP's Maps and Publications Sales Office
Call: (609) 777-1038
Cost: \$17.00

Questions and Answers

Question: Can I hand-draw my Site Plan or does a professional engineer have to be involved? Does it have to be a certain scale?

Answer: All site plans for inclusion in SPPPs can be hand-drawn and done by anyone with knowledge of the site and what is proposed for the plan. It does not have to be drawn to scale. The only requirements are that it be neat, legible and that it contains all the required information.

Question: How do I report an ownership change of my facility?

Answer: You need to request a Transfer of Ownership Package from the Bureau of Permit Management and complete, sign and date **ONLY** the portions of the forms changing and return necessary papers to the Bureau of Permit Management, P.O. Box 029, Trenton, NJ 08625.

Question: What happens to my permit if close my business?

Answer: You must do three things:

- 1 Make sure there is no “significant material” remaining on your property that can be exposed to stormwater;
- 2 Notify BNPC and ask for a Request for Revocation (RFR) form;
- 3 Complete the Request For Revocation, sign, date and return back to BNPC. A site visit will be conducted by Department staff to verify and determine if the request is valid. Approval/denial will result from the site inspection.

Question: Is there a fee involved for preparing my SPPP?

Answer: Not unless you hire an engineer or consultant to prepare your plan. We have designed the SPPP so that you or someone at your facility can design the plan for most facilities. An engineer or consultant is NOT required.

Question: Where do I send the completed SPPP certification attachments?

Answer: All certification Attachments "C", "D" and Recertification "D" shall be submitted to the BNPC.

Question: When and who will review my completed plan?

Answer: The SPPP will be reviewed upon inspection by an agent of the regional Water Compliance and Enforcement Bureau. The SPPP is also made available to the owner or operator of any municipal storm sewer that receives stormwater from the site.

Question: How critical are the submission dates for my SPPP?

Answer: The two deadlines of 6 months and 18 months from Authorization for submission of Attachment “C” and “D” respectively are set by the permit authorization date. Failure to meet the submittal deadlines is a violation of the Water Pollution Control Act and may result in penalties.

Question: What is meant by “regular site inspections”?

Answer: This refers to having your facility inspected by your in-house team on a regularly scheduled basis as identified in your SPPP. The purpose of the inspection is to ensure that the management practices identified in your plan are continually working optimally and that all necessary maintenance is occurring as needed.

Question: Can I delegate or authorize anyone else at my facility to act in my behalf for our stormwater activities?

Answer: Yes. You may assign signatory authority to a named person or generic position (e.g., plant manager, plant engineer, operations manager, etc.) having overall responsibility for facility operation or the permittee’s environmental matters. A letter stating the person’s name or generic position must be submitted to the Bureau prior to the authorization being granted.

Question: What is the difference between “source material” and “industrial activity”?

Answer: A facility requires a stormwater permit if the industrial activity is regulated by the stormwater rules. These activities include using materials or equipment to manufacture or process goods, as well as operating and maintaining a facility or equipment. Facilities that obtain the Basic Industrial Stormwater General Permit must eliminate the exposure of industrial source material to stormwater. Source material is any raw, intermediate, finished or waste product and equipment which has the potential of

transporting pollutants when exposed to stormwater.

Question: How long do I have to keep my Annual Report?

Answer: The reports summarizing each annual inspection must be maintained at the facility for five years.

Question: Do I have to send the NJDEP a copy of the Annual Inspections or the summary reports?

Answer: No. A copy shall be maintained in the SPPP at the facility. Any incidences of noncompliance must be submitted along with the Annual Recertification on a Non-Compliance Incidence Reporting Sheet (NCIR).

Question: Can I keep my authorization if I move to a new facility?

Answer: No, you will have to submit a revocation request for the existing permit, along with a completed RFA for the new location.

How to Identify “Source Materials” at Your Facility

(under a NJPDES permit that regulates industrial stormwater discharges
to both surface water and ground water)

This guidance will help you determine what materials and machinery currently found at your facility the Department would term as “source material” and how to identify them on your own. Please keep in mind that this guidance is not intended to be used for determining if a permit *is* required at your facility for industrial stormwater discharges, but as an aide in developing the Stormwater Pollution Prevention Plan (SPPP).

The term “source material” is frequently used in the Basic Industrial Stormwater General Permit (NJ0088315) and some other NJPDES industrial stormwater permits, referring to specific industrial materials or machinery that come in contact with stormwater which soaks into the ground (discharge to ground water) or ultimately reaches a river, stream, or other surface water body (discharge to surface water).

If the exposed industrial material can be transported by stormwater, or if the exposed industrial material or machinery can impart any additional substance, particle, color or odor to stormwater, then the term “source material” shall apply and will need to be discussed in the facility’s Stormwater Pollution Prevention Plan (SPPP). Best management practices (BMPs) will need to be developed and implemented that will eliminate the discharge of stormwater exposed to these materials and/or machinery. Stormwater exposure to source materials is permissible only if the exposed stormwater is contained on site in leakproof containers; is properly disposed of off site; recycled into the facility’s industrial process or otherwise prevented from discharging into waters of the State.

Elimination of stormwater exposure to source materials can be accomplished by a variety of means, such as locating industrial materials or machinery indoors, or preventing and/or cleaning spills of industrial materials outdoors prior to stormwater exposure.

What Shall I Look For?

The first general question you want to ask yourself is:

Does the industrial material have the potential to be transported by storm-water?

This can basically be accomplished in **four** ways:

By Floating;

By Solubility (dissolving);

By Suspension; or

By Movement Along the Bottom of a Stormwater Conveyance

These additional questions will aid you in determining if the materials and/or machinery on your site can, or has the potential, to be transported by stormwater:

- 1) **Is the material a liquid or solid that floats on stormwater?**
(e.g., fuel, lubricants, and protective coatings; solvents and degreasers; wood fragments, foam pellets)
- 2) **Is the material a liquid or solid that is soluble (dissolves) in stormwater?**
(e.g., coolants, anti-freeze or other additives; salt, or other chemicals)
- 3) **Does the material consist of or include small solid particles that can be suspended or otherwise transported by stormwater?**
(e.g., sand, powder, or pellets; loose flakes of rust or plastic)
- 4) **Can the material be seen in the stormwater or in a receiving surface water?**
- 5) **Does the material add a distinct color or odor to stormwater or a receiving surface water?**

If the answer to any of these is **yes**, the Department would classify these substances as **source material** except as specified in the following paragraph and **Table of Applications**.

Solid materials such as sand, sawdust, or rust flakes that cannot reach ground water are not source material if the stormwater is discharged to ground water only, and does not discharge to surface water.

The following Table of Applications identifies whether several kinds of materials and machinery commonly found at industrial facilities would be classified as source material by the Department.

Table of Applications

Industrial Materials) and/or Machinery	Source Materials	Non - Source Materials
Vehicles, Industrial Machinery & Equipment	<p>Engines, grease, oil, anti-freeze, hydraulic fluids and/or other industrial fluids exposed to stormwater.</p> <p>Vehicles with hooded engines where exposure of engines and fluids occur in excess of normal operating conditions, i.e., maintenance or dismantling activities.</p> <p>Industrial residues or finishes are present, including wash water and cleansing agents.</p>	Vehicles in proper operating condition
Fueling of Vehicles & Machinery	If stormwater falls directly on the fueling area without a cover, awning or ground diversions of any kind that would prevent the run-on and run-through of stormwater	<p>When BMPs are implemented that prevent the run-on and run-through of stormwater through the fueling area and standard operating procedures to prevent fuel spills.</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Employee training</p> <p style="text-align: center;">and</p> <p>Spill containment kits are readily available and properly implemented to prevent accidental spills and/or discharges</p>
Drums	Stored outdoors with lids opened or not secure where stormwater can have contact with materials; transporting open drums throughout the site with contents or residue	<p>When drums are covered (via a tarp or roof)</p> <p style="text-align: center;">or</p> <p>When empty and clean with no residue or covered as stated above</p>
Dumpsters and/or Other Containers	Any type of industrial waste or by product, or packaging with residual materials, that are disposed or staged in dumpsters or containers that have drainage features allowing stormwater to go through	<p>If water tight, no leaks, covered when not receiving industrial materials; or</p> <p style="text-align: center;">Cafeteria or office waste only</p>

Industrial Material and/or Machinery (con't.)	Source Material	Non-Source Material
Products Intended for Outdoor Use	<p>The painting or otherwise decorating of concrete forms</p> <p>Storage of structural steel beams with residues of finishes, lubricants or solvents</p> <p>Storage of wooden pallets with residues of oil and grease or other industrial material</p>	<p>Finished pre-cast concrete;</p> <p>Pre-washed stone blocks and gravel (prior to delivery)</p> <p>Sand or salt that is applied to access roads, parking lots, or sidewalks strictly for traction on or for the melting of snow or ice;</p> <p>Wooden products: furniture, pallets (with no residues or finishes);</p> <p>Structural steel beams (with no coatings or finishes)</p>

Ancillary materials or activities such as emergency repairs, maintenance, and recycling that are not part of the industrial process are not regulated under this general permit, however, the Department encourages facilities to prevent stormwater exposure from these materials, areas and activities.

The thoughtful application of this guidance should enable you to determine which materials or machinery at your facility are considered source materials and when a discussion of the storage, receiving and handling practices of these materials, machinery or activities are required in the SPPP.

Should you require additional information or have further questions please contact the Bureau of Nonpoint Pollution Control at 609-633-7021.

Protocol for Discharges from Secondary Containment

Facilities authorized under the Basic Industrial Stormwater General Permit (NJ0088315) utilizing secondary containment as a best management practice (BMP) for eliminating stormwater exposure to industrial materials, must follow the procedures outlined below prior to discharging any accumulated rainfall to surface or ground waters of the State:

- The discharge pipe (or outfall) from a secondary containment area must have a valve and the valve must remain closed at all times, except as described below;
- If the permittee wants to discharge stormwater accumulated in the secondary containment area, they may do so if a visual inspection is performed to insure that the contents of the stored material have not come in contact with the stormwater to be discharged;
- Visual inspections are only effective when dealing with materials that can be observed (e.g., petroleum). If a material(s) stored in an above ground storage tank (s) can not be observed visually and does not impart a distinct color or odor that is easily recognizable, and the permittee can not certify that there has been no exposure of the material with stormwater that has accumulated in the containment area, it is not permissible to discharge the accumulated material into surface or ground waters of the State. The accumulated material must be collected and hauled off-site by a licensed waste disposal service.

However if the permittee can certify that the stored material did not come in contact with stormwater (previous inspections and maintenance logs may be used to aid in this determination), any accumulated rain water may be discharged;

- Any industrial material that leaks or spills in the secondary containment must be cleaned in accordance with all applicable State and local regulations (i.e., Spill Prevention and Compensation Act, Discharge Prevention and Counter Measures Control Act);
- If it is discovered that the secondary containment is not adequate in eliminating stormwater exposure with the stored material, the permittee must apply for an individual permit;
- If an individual permit is required for this exposure, a compliance level or effluent limitation may be required.

Should you have any question regarding this guidance, please contact the Bureau of Nonpoint Pollution Control at (609)633-7021.

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Nonpoint Pollution Control



Stormwater Pollution Prevention Plan (SPPP) Certification
Basic Industrial Stormwater General Permit No. NJ0088315



Attachment "C"

P.I. ID

NJPDES PERMIT #

FACILITY NAME

THIS CERTIFICATION FORM IS TO BE SUBMITTED AFTER YOU HAVE PREPARED YOUR FACILITY'S SPPP. FOR EXISTING FACILITIES, THE SPPP MUST BE PREPARED WITHIN 6 MONTHS OF THE GENERAL PERMIT AUTHORIZATION. THIS ATTACHMENT "C" CERTIFIES THAT THE SPPP HAS BEEN PREPARED IN ACCORDANCE WITH THE GENERAL PERMIT CONDITIONS.

"I certify under penalty of law that I have signed a stormwater pollution prevention plan (SPPP), and that if this plan is fully implemented, there will be no exposure, during and after storm events, of industrial materials, machinery, waste products or other source materials located at the facility, to stormwater that is discharged to surface waters and/or ground water and regulated under NJPDES Permit No. NJ0088315 (except for unintentional and temporary exposure because of an event beyond the reasonable control of the permittee). I further certify that if any part of this stormwater pollution prevention plan requires the consent of the owner(s) of or another operating entity for the facility, that consent has been obtained."

"I further certify that this Stormwater Pollution Prevention Plan Preparation Certification, all attached documents, and stormwater pollution prevention plan were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Stormwater Pollution Prevention Plan Preparation Certification, all attached documents, and stormwater pollution prevention plan is, to the best of my knowledge and belief, true, accurate and complete."

"I certify that the stormwater pollution prevention plan referred to in this Stormwater Pollution Prevention Plan Preparation Certification has been signed and is being retained at the facility in accordance with Part I.C.1 of NJPDES Permit No. NJ0088315, and that the permittee intends that this stormwater pollution prevention plan will be fully implemented at the facility in accordance with the terms and conditions of that permit. I am aware that pursuant to the Water Pollution Control Act, N.J.S.A. 58:10A-1 et seq., there are significant civil and criminal penalties for making a false statement, representation, or certification in any application, record, or other document filed or required to be maintained under that Act, including fines and/or imprisonment."

Any changes to the facility data previously submitted require an Administrative Update Form to be submitted along with this Certification. This will facilitate file maintenance. Please contact the Bureau at (609) 633-7021 for copies of this form. Do not send the actual SPPP with this submission. The plan and a copy of this Certification are to remain on-site available for inspection.

WHO MUST SIGN?

FOR A CORPORATION: a “responsible corporate officer” or duly authorized representative. A “responsible corporate officer” is (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

FOR A PARTNERSHIP OR SOLE PROPRIETORSHIP: a general partner or the proprietor, respectively, or duly authorized representative.

FOR A MUNICIPALITY, STATE, FEDERAL OR OTHER PUBLIC AGENCY: either a principal executive officer or ranking elected official, or duly authorized representative.

A “responsible corporate officer”, general partner, proprietor, principal executive officer of a public agency, or ranking elected official may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named person or generic position (e.g., plant manager, superintendent, plant engineer, operations manager, etc.) having overall responsibility for facility operation or the permittee's environmental matters, by submitting a letter to the Bureau of Nonpoint Pollution Control stating said authority and naming the person or position.

Whenever there are two or more permittees for the facility, all of those permittees shall jointly submit this Certification, unless permittees received authorization on different dates and this Certification is therefore due from them at different dates.

Facility Name:

Print, if applicable, name of corporation, partnership, or public agency submitting this certification

P.I. ID

NJPDES#

Signature

Date

Print Name

If you have any questions regarding this Attachment “C” or any other stormwater related questions, please call a member of the Bureau of Nonpoint Pollution Control staff.

TEL: (609) 633-7021. FAX: (609) 984-2147. Attachment “C” shall be submitted to:

New Jersey Department of Environmental Protection

Bureau of Nonpoint Pollution Control

PO Box 029

Trenton, N.J. 08625-0029

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Nonpoint Pollution Control

Stormwater Pollution Prevention Plan (SPPP) Initial Implementation and Inspection Certification



Basic Industrial Stormwater General Permit

NJPDES GENERAL PERMIT NO. NJ0088315



Attachment "D"

P.I. ID

NJPDES PERMIT #

FACILITY NAME

SUBMIT THIS FORM ONCE, AFTER SPPP IS IMPLEMENTED. FOR EXISTING FACILITIES, THE SPPP MUST BE IMPLEMENTED WITHIN 18 MONTHS OF AUTHORIZATION UNLESS THE DEPARTMENT GRANTS AN EXTENSION

"I certify under penalty of law that this Stormwater Pollution Prevention Plan Implementation and Inspection Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Stormwater Pollution Prevention Plan Implementation and Inspection Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete."

"I certify that the facility has been inspected to identify areas contributing to the stormwater discharge authorized under NJPDES permit No. NJ0088315 and to evaluate whether the stormwater pollution prevention plan (SPPP) prepared under that permit complies with Part I.C.1 of that permit and is being properly implemented."

"I certify that the stormwater pollution prevention plan referred to in this Stormwater Pollution Prevention Plan Implementation and Inspection Certification (or Recertification) has been and will continue to be fully implemented at this facility in accordance with the terms and conditions of Part I.C. of NJPDES Permit No. NJ0088315. I specifically certify that there is no exposure, during and after storm events, of industrial materials, machinery, waste products or other source materials located at the facility, to stormwater that is discharged through storm sewers to surface or ground waters or mixed with stormwater and discharged to ground water (except for any incidents of non-compliance identified in the attached report). I also specifically certify that this facility does not generate and discharge any unpermitted domestic sewage, non-contact cooling water, or process waste water described in Part I.C.8.a of this permit."

"I also certify that this facility is not in violation of any conditions of NJPDES Permit No. NJ0088315, including requirements in Part I.C of that permit for preparation and implementation of a stormwater pollution prevention plan, except for any incidents of noncompliance (which are noted in the attached report). For any incidents of noncompliance identified in the annual inspection (or made known to me during the course of the past year), I have attached a report identifying these incidents, and identifying steps taken or being taken to remedy the noncompliance and to prevent such incidents from recurring. If the attached report identifies any incidents of noncompliance, I certify that any remedial or preventative steps identified therein were or will be taken in compliance with the schedule set forth in the attachment to this certification. I am aware that pursuant to the Water Pollution Control Act, N.J.S.A. 58:10A-1 et seq., there are significant civil and criminal penalties for making a false statement, representation, or certification in any application, record, or other document filed or required to be maintained under that Act, including fines and/or imprisonment."

Any changes to the facility's previously submitted data prior to Annual Billing require the submission of an Administrative Update Form. Late changes can also be reported on the update form provided in the Annual Billing package. The Bureau can be reached at (609) 633-7021 for questions, information and forms. **DO NOT SUBMIT THE ACTUAL SPPP WITH THIS SUBMISSION.** The Plan and a copy of this Certification are to remain **ON SITE** available for inspection.

WHO MUST SIGN?

FOR A CORPORATION: a “responsible corporate officer” or duly authorized representative.

A “responsible corporate officer” is (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

FOR A PARTNERSHIP OR SOLE PROPRIETORSHIP: a general partner or the proprietor, respectively, or duly authorized representative.

FOR A MUNICIPALITY, STATE, FEDERAL OR OTHER PUBLIC AGENCY: either a principal executive officer or ranking elected official, or duly authorized representative.

A “responsible corporate officer”, general partner, proprietor, principal executive officer of a public agency, or ranking elected official may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named person or generic position (e.g., plant manager, superintendent, plant engineer, operations manager, etc.) having overall responsibility for facility operation or the permittee's environmental matters, by submitting a letter to the Bureau of Nonpoint Pollution Control stating said authority and naming the person or position.

If the facility has or will have two or more permittees under this permit, and if the permittee or applicant submitting this Certification is responsible for implementing only some portions of the SPPP in accordance with parts III.A.1.c and III.A.1.d, then this Certification shall apply only to those portions of the SPPP.

Facility Name

Print, if applicable, name of corporation, partnership, or public agency submitting this certification

P.I. ID

NJPDES#

Signature

Date

Print Name

If you have any questions regarding this Attachment “D” or any other stormwater related questions, please call a member of the Bureau of Nonpoint Pollution Control staff.

TEL: (609) 633-7021. FAX: (609) 984-2147. Attachment “D” shall be submitted to:

New Jersey Department of Environmental Protection

Bureau of Nonpoint Pollution Control

PO Box 029

Trenton, N.J. 08625-0029

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Nonpoint Pollution Control

Stormwater Pollution Prevention Plan (SPPP) Implementation and Inspection Certification

BASIC INDUSTRIAL STORMWATER GENERAL PERMIT

NJPDES GENERAL PERMIT NO. NJ0088315



Attachment "D" - ANNUAL RECERTIFICATION

P.I. ID

NJPDES PERMIT #

FACILITY NAME

RECERT. DUE DATE

SUBMIT THIS RECERTIFICATION OF FACILITY COMPLIANCE ANNUALLY IN THE ASSIGNED CALENDAR QUARTER

"I certify under penalty of law that this Stormwater Pollution Prevention Plan Implementation and Inspection Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Stormwater Pollution Prevention Plan Implementation and Inspection Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete."

"I certify that the facility has been inspected to identify areas contributing to the stormwater discharge authorized under NJPDES permit No. NJ0088315 and to evaluate whether the stormwater pollution prevention plan (SPPP) prepared under that permit complies with Part I.C.1 of that permit and is being properly implemented."

"I certify that the stormwater pollution prevention plan referred to in this Stormwater Pollution Prevention Plan Implementation and Inspection Certification (or Recertification) has been and will continue to be fully implemented at this facility in accordance with the terms and conditions of Part I.C. of NJPDES Permit No. NJ0088315. I specifically certify that there is no exposure, during and after storm events, of industrial materials, machinery, waste products or other source materials located at the facility, to stormwater that is discharged through storm sewers to surface or ground waters or mixed with stormwater and discharged to ground water (except for any incidents of non-compliance identified in the attached report). I also specifically certify that this facility does not generate and discharge any unpermitted domestic sewage, non-contact cooling water, or process waste water described in Part I.C.8.a of this permit."

"I also certify that this facility is not in violation of any conditions of NJPDES Permit No. NJ0088315, including requirements in Part I.C of that permit for preparation and implementation of a stormwater pollution prevention plan, except for any incidents of noncompliance (which are noted in the attached report). For any incidents of noncompliance identified in the annual inspection (or made known to me during the course of the past year), I have attached a report identifying these incidents, and identifying steps taken or being taken to remedy the noncompliance and to prevent such incidents from recurring. If the attached report identifies any incidents of noncompliance, I certify that any remedial or preventative steps identified therein were or will be taken in compliance with the schedule set forth in the attachment to this certification. I am aware that pursuant to the Water Pollution Control Act, N.J.S.A. 58:10A-1 et seq., there are significant civil and criminal penalties for making a false statement, representation, or certification in any application, record, or other document filed or required to be maintained under that Act, including fines and/or imprisonment."

Any changes to the facility's previously submitted data prior to Annual Billing require the submission of an Administrative Update Form. Late changes can also be reported on the update form provided in the Annual Billing package. The Bureau can be reached at (609) 633-7021 for questions, information and forms. **DO NOT SUBMIT THE ACTUAL SPPP WITH THIS SUBMISSION.** The Plan and a copy of this Certification are to remain ON SITE available for inspection.

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A "responsible corporate officer", general partner, proprietor, principal executive officer of a public agency, or ranking elected official may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named person or generic position (e.g., plant manager, superintendent, plant engineer, operations manager, etc.) having overall responsibility for facility operation or the permittee's environmental matters, by submitting a letter to the Bureau of Nonpoint Pollution Control stating said authority and naming the person or position.

If the facility has or will have two or more permittees under this permit, and if the permittee or applicant submitting this Certification is responsible for implementing only some portions of the SPPP in accordance with parts III.A.1.c and III.A.1.d, then this Certification shall apply only to those portions of the SPPP.

Facility Name:

Print, if applicable, name of corporation, partnership, or public agency submitting this certification

P.I. ID

NJPDES#

Recert. Due Date

Signature

Date

Print Name

If you have any questions regarding this Attachment "D" or any other stormwater related questions, please call a member of the Bureau of Nonpoint Pollution Control staff.

TEL: (609) 633-7021. FAX: (609) 984-2147. Attachment "D" shall be submitted to:

New Jersey Department of Environmental Protection

Bureau of Nonpoint Pollution Control

PO Box 029

Trenton, N.J. 08625-0029



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
Noncompliance Incident Report Sheet (NCIRS)

NJPDES General Permit NJ0088315

Basic Industrial Facilities

NJPDES # _____ PI # _____

Please PRINT LEGIBLY or TYPE ALL required information:

Facility Name _____

Facility Location _____

Facility Contact _____

Contact telephone _____ Fax _____

Date incident occurred or first observed _____

If multiple incidents, attach a separate NCIRS for EACH incident.

Number of incidents reporting on this date _____.

Describe incident:

Remediation:

Future preventative measures:

Signature of person(s) responsible for this report:

Name (please print)

Signature

Mail to:

**NJDEP
Bureau of Nonpoint Pollution
P.O. Box 029
Trenton, NJ 08625-0029
Attention: NCIRS Processing**

Title

Date





N.J.D.E.P. Bureau of Nonpoint Pollution Control

POLLUTION PREVENTION TEAM MEMBERS

Number of team members may vary.

Worksheet #1

Completed by: _____

Title: _____

Date: _____

Leader: _____

Title: _____

Office Phone #: _____

Responsibilities: _____

Emergency Phone #: _____

Member: _____

Title: _____

Office Phone #: _____

Responsibilities: _____

Emergency Phone #: _____

Member: _____

Title: _____

Office Phone #: _____

Responsibilities: _____

Emergency Phone #: _____

Member: _____

Title: _____

Office Phone #: _____

Responsibilities: _____

Emergency Phone #: _____

Worksheet #2

Completed by: _____

Title: _____

Date: _____

Directions: Evaluate existing environmental management plans for consistency and determine which, if any provisions can be incorporated into the Stormwater Pollution Prevention Plan. Other plans may include the Preparedness, Prevention and Contingency Plan, the Spill Prevention Control and Countermeasures requirements (SPCC), Discharge Prevention Containment and Countermeasures (DPCC), Discharge Clean-up and Removal (DCR), and the Occupational Health and Safety Administration (OSHA) Emergency Action Plan. If none of these plans are applicable to your facility, disregard this worksheet.



N.J.D.E.P. Bureau of Nonpoint Pollution Control

INVENTORY OF SOURCE MATERIALS

Worksheet #3

Completed by: _____

Title:

Date: _____

Instructions: Discuss all source materials processed, stored, or handled outdoors at the site. Assess and evaluate these materials for their potential to discharge to surface or ground waters.

[illegible]

Worksheet #4
Completed by: _____
Title: _____
Date: _____

[illegible]



DEVELOPING A SITE MAP

Worksheet #5

Completed by: _____

Title: _____

Date: _____

Instructions: Draw a map of your site. Existing engineered drawings should be used if available. Hand drawn maps are acceptable if all features are clearly indicated and labeled.

Indicate the following features on your site map if at your facility:

- Footprints of all buildings, structures, paved areas, and parking lots.
- Surface water bodies located on or near the site that receive or may receive stormwater from that site.
- Drainage patterns of stormwater.
- Existing structural stormwater control structures (excluding rooftop drainage), such as :
 - ☐ flow diversion structures
 - ☐ inlet and discharge structures
 - ☐ retention/detention ponds
 - ☐ vegetative swales
 - ☐ sediment traps
- Locations of exposed source materials (key to source materials inventory), such as:
 - ☐ material stockpiles
 - ☐ recycling areas
 - ☐ fueling stations
 - ☐ vehicle/equipment washing and maintenance areas
 - ☐ area for loading/unloading materials
 - ☐ above ground tanks for liquid storage
 - ☐ industrial waste management areas (landfills, waste piles, treatment plants, disposal areas, and dumpsters)
 - ☐ outside storage area for raw materials, byproducts and finished products
 - ☐ outside manufacturing sites
 - ☐ drum storage areas
 - ☐ access roads
 - ☐ other areas of concern (specify: _____)
- All stormwater discharge locations.
- Location of each point or sewer segment, where domestic sewage, non-contact cooling water, or process wastewater generated by the facility enters storm sewers that discharge to surface waters.
- Areas of existing and potential soil erosion.



NARRATIVE DESCRIPTION OF EXISTING CONDITIONS

Worksheet #6

Completed by: _____

Title: _____

Date: _____

Directions: The purpose of the narrative description of existing conditions is to provide any additional information about materials at the facility which are handled, processed or stored and have not been addressed in previous worksheets. Attach additional sheets if necessary.

Location & Method of Materials Transport, Loading & Unloading:

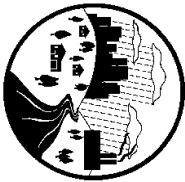
Existing Stormwater Pollution Prevention Management Practices to Minimize Contact with Stormwater (e.g. roofing an area):

Existing Structural & Non-Structural Stormwater Pollution Practices Designed to Reduce Pollutants in Stormwater (e.g. detention basins, etc.):

Existing Practices Employed to Direct Stormwater to Specific Areas on or Off-Site:

Any Treatment the Stormwater Already Receives:

Non-Stormwater Discharges into Storm Sewers:



Worksheet #7

BMP IDENTIFICATION

Completed by: _____

Title: _____

Date: _____

Instructions:

Describe the Best Management Practices that you have selected to include in your plan.
For each BMP describe actions that will be incorporated into facility operations.

BMPs	Brief Description of Activities
Remove	
Site	
Good	
Preventative	
Visual Inspections	
Diversion of	
Non-Stormwater Discharges	
Other Considerations	
	<p>* Note: Other procedural BMPs may be used such cleaning spills and leaks immediately, leaving no residual source material. Procedural BMPs are usually more labor intensive than structural BMPs. It is up to the facility to decide which BMP is more</p>

Worksheet #9



IMPLEMENTATION SCHEDULE

Completed by: _____

Title: _____

Date: _____

Instructions: Develop a schedule for implementing each BMP. Provide a brief description of each BMP, the steps necessary to implement the BMP, the schedule for completing those steps (list dates), and the person(s) responsible for implementation.

BMPs	Description of Actions Required for Implementation	Scheduled completion	Person Responsible for
Remove or Cover			
Good Housekeeping			
Preventative Maintenance			
Visual Inspections			
Diversion of Stormwater			
Non-Stormwater Discharges			
Other Considerations			

MAINTENANCE SCHEDULE

Title: _____

Date: _____

Instructions: Maintenance Inspections for all BMPs shall occur at regularly scheduled intervals. It is advisable that the schedule be developed by someone who is most familiar with the techniques implemented. Repeated problems may require special

[illegible]

INSPECTION SCHEDULE

Date: _____

Instructions: Conduct a regular inspection of all procedural BMPs, as well as the inspection of equipment and operations.

[illegible]



N.J.D.E.P. Bureau of Nonpoint Pollution Control

Worksheet #12

Completed by: _____

Title: _____

Date: _____

ANNUAL INSPECTION

An annual inspection of entire facility shall be conducted to evaluate areas that discharge stormwater authorized by this permit and determine whether the SPPP has eliminated the exposure of source material to stormwater, and is being properly implemented, or whether additional measures are needed.

[illegible]



ANNUAL REPORT

Completed by: _____

Title: _____

Date: _____

Instructions: Summarize each annual inspection. Indicate whether the facility was in compliance with the SPPP and the conditions of this permit. In the case of noncompliance the report shall identify measures taken to remedy any noncompliance. This report must be signed and dated and kept with SPPP for five years.

An annual inspection was conducted ON (Date) _____, evaluating all the areas that discharge stormwater authorized by this permit, including:

** Note If the facility has met the requirements of the permit add:*

The annual inspection determined that the SPPP has been properly implemented, and has eliminated the exposure of source material to stormwater, and that no additional measures are required. Therefore this facility is in compliance with its SPPP and the conditions of the Basic Industrial Stormwater General Permit (NJ0088315).

** Note if the facility is not in compliance, state the reasons why and the steps taken to remedy the problem(s). The facility must also complete and send to the Bureau of Nonpoint Pollution Control a Non-compliance Incidence Report Sheet.*

Signature

Date

The End

This SPPP Guidance Document was last revised on

3/6/03

**Additional copies may be found on the Department's web site at
www.state.nj.us/dep/dwq/gps.htm#stormwater
or by calling the
Bureau of Nonpoint Pollution Control at
609-633-7021**